

**ENGINEERING AND RELATED SERVICES
MARCH 9, 2012**

**STATE PROJECT NO. H.008145.5
F.A.P. NO. H008145
LEEVIll TO GOLDEN MEADOW (PHASE 2)
ROUTE LA 1 RELOCATED
LAFourCHE PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Tim Nickel, P.E.

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will provide the design of approximately 9 miles of relocated LA 1 elevated roadway and approaches. The new alignment will be crossing several pipelines and canals, beginning at the north connector in Leeville and terminating at the existing 4-lane LA 3235 highway in Golden Meadow. The alignment will connect to and continue the currently constructed southbound bridge in Leeville and will continue northward providing appropriate spanning of pipeline, navigational and similar interests, will cross the levee at Golden Meadow and tie into LA 3235 with suitable transition from 2 to 4 lanes. Phase 2 Design will be segmented into three segments;

Segment 2A - Southern Segment--- about 7000 ft. length from the North Connector and has the new Bollinger crossing to approximately station 553+00.

Segment 2B - Middle Segment---Beginning at station 553+00 going north to near 920+00 giving a Top-Down length of approximately 36,700 ft.

Segment 2C - Northern Segment ---approximately 4100 ft. (includes the levee and major pipeline crossings, and bridge foundation inside the levee). That north section, at its southern tip extending approximately 1100 feet into the unprotected side from the levee, may require "conventional bridge" over the marsh and 3 key pipelines.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part III: Preliminary Plans

The Selected Consultant shall be responsible for all engineering services required for the completion of the preliminary plans and cost estimates for all three segments of elevated roadway consisting of two 12-foot travel lanes with 8-foot shoulders starting at “Segment 2A” at the North Connector in Leesville then crossing the Bollinger Canal and extending through “Segment 2B” finishing up at the northern tie-down portion of relocated LA 1 “Segment 2C” and realignment of Plaisance Street near the approach.

Coordination with DOTD Design will be needed at the levee crossing in Golden Meadow. Additional soil borings and testing may be required based on sampling procedures established by The U.S. Army Corps of Engineers (USACE)

DOTD Design will provide Geotechnical Engineering Services for the project. The Consultant’s Structural Engineer will work closely with DOTD staff for foundation design.

Intelligent Transportation Systems (ITS) Design will be required for the tolling facilities for LA 1 Phase 2 and may involve LA 1 Phase 1 to have a complete functional system designed.

The Consultant may be required to develop a utility relocation plan and/or management and coordinate with DOTD Utility Unit.

Additional Survey services may be required throughout the project; particularly Segment 2A for the existing bridge tie in and will be completed by Supplement.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number

“Final Plans Submittal”, “60% ACP Submittal” (or other milestone)

“Electronic Deliverables”

Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

SERVICES TO BE PERFORMED/PROVIDED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

- a) Pavement Design
- b) Traffic Data
- c) Standard Plans (as needed)
- d) Sub-grade soil survey
- e) Full topographical survey in English units of measure. The survey will be provided in Intergraph Inroads format (.dgn, .alg, dtm file extension).
- f) Line and Grad Study
- g) Environmental Document (EIS)
- h) Available Boring Logs and CPT data.
- i) Limited Preliminary Plans.
- j) Right of Way Maps
- k) CD with PDF files

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

Stage 3 Design

- Part I, Surveying Services
 - (a) Topographic Survey
- Part IV, Final Plans
- Geotechnical Services

Stage 5 – Construction,

- Part I: Construction Support
- Part II: Shop Drawings (if required)
- Geotechnical Construction Support

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **fourteen months**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be negotiated lump sum compensation.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 90 calendar days following the notification of selection.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual on Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual, October 2002
19. AASHTO Guide Specification and Commentary for Vessel Collision Design of Highway Bridges
20. AASHTO Standard Specifications for Highway Bridges, latest edition
21. AASHTO LRFD Bridge Design Specifications, latest edition

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
2. At least one Principal of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana with at least ten (10) years experience in Bridge Design.
3. The Prime consultant must employ on a full time basis a minimum of four (4) Registered Professional Civil Engineers in the State of Louisiana, including one with at least ten (10) years experience in Bridge Design and a corresponding support staff.
4. The Prime consultant must employ on a full time basis or through the use of a Sub-Consultant,
 - a. A minimum of four (4) Registered Professional Civil Engineers in the State of Louisiana, including one with at least ten (10) years experience in Bridge Design and a corresponding support staff.
 - b. A minimum of one (1) Registered Professional Civil Engineers in the State of Louisiana, with at least ten (10) years experience in Geotechnical Design and a corresponding support staff. A significant portion of this experience shall include deep foundation design, pile driving construction monitoring, and settlement analysis/monitoring in similar soil conditions. The Engineer should be familiar with typical DOTD pile foundation design procedures and software, including: DRIVEN software, LRFD, cone penetrometer testing (CPT), and pile load testing.
 - c. A minimum of one (1) Professional Land Surveyor, registered in the State of Louisiana, with at least (5) five years experience in preparing topographic and property surveys, preparing right-of-way maps for DOTD, and a corresponding support staff.
 - d. A minimum of one Professional Civil Engineer registered in the State of Louisiana, with at least (5) five years experience in traffic analysis and certified as a Professional Traffic Operations Engineer and corresponding support staff.
 - e. A minimum of one Professional Civil Engineer registered in the State of Louisiana, with at least (5) five years experience managing Subsurface Utility Engineering (SUE) services in support of roadway design on transportation projects and corresponding support staff.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3; ***
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5; *
6. Location where the work will be performed, weighting factor of 4;

* All respondents will receive a 4 in this category

** The Bridge Complex (BC) performance rating will be used for this project.

*** All respondents will receive no less than a 2 in this category.

Complexity Level (**complex**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the primary work (less Geotechnical and ITS services) for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Timothy Nickel – Project Manager
3. Hossein Ghara
4. Chad Winchester
5. Steve Meunier
6. Chris Guidry

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (DOTD Form 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;

- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the DOTD Form 24-102, or providing inaccurate information on the DOTD Form 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a DOTD Form 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's DOTD Form 24-102. In Section 8, the Consultant's DOTD Form 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the DOTD Form 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **State Project No. H.008145.5**, and will be submitted **prior to 3:00 p.m. CST on Monday, March 26, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.